



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Prevention Specialist (OSAP)

SALARY RANGE: \$29,120 - \$33,280, DOE

DEPARTMENT: Kewa Family Wellness Center

POSITION STATUS: Full Time, Exempt

SUPERVISOR: Prevention Manager

JOB POSTING ID: KFWC-211902

Period to apply: Open until filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent in this position is responsible for the NM State Office of Substance Abuse & Prevention Grant to plan, develop, implement, and coordinate alcohol and substance abuse prevention activities within the community, local schools, and assigned alcohol beverage serving locations. Incumbent will consult and collaborate with KFWC program staff, existing service providers, agencies, tribal group, and other organizations in providing optimal alcohol and substance abuse prevention activities.

ESSENTIAL FUNCTIONS:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Provides support to the department within the KFWC Prevention Program. This includes but is not limited to:
 - a. Advanced grants management skills
 - b. Budget management to include formulation, billing, and reconciliation with granting agency.
 - c. fulfilling grant reporting requirements and billing for grant services
- Coordinate enhance collaboration and create MOU/MOA's with tribal program partners, Kewa Pueblo Health Corporation, Santo Domingo Elementary/Middle School, Cochiti Elementary School, San Felipe Elementary School, Santa Fe Indian School, Bernalillo High School and other direct services agencies.
- Supports and develops the KFWC Coalition by attending meetings, documenting coalition activities, and assisting with recruiting new members.
- Collects, maintains, and reports accurate participant and resource data regularly for: improving service delivery, reducing program costs, and maintaining program compliance in coordination with grant funding agency (NM State), Accounting Office, Tribal Program and Government Leadership to foster efficiency and effectiveness in daily operations to promote growth and quality improvement of program service delivery
- Mentors and coach's community members towards increased collaboration, partnership, and mutual investment in the community through coordinated planning, prevention outreach activities, service delivery, and evaluation for the development of best practices
- Adheres and promotes use of all Tribal Accounting, Human Resources, Program Policies and Procedures along with Tribal, Federal, and State statutes as directed by Tribal Government, Tribal Program Administration, Human Resources, and Program Leadership.
- Works to maximize program efficiency and delivery goals for each grant as required.
- Other duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to client confidentiality, HIPAA, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Manage Resources**

Incumbent must be able to provide direction and develop rapport with clientele; identify issues and develop short/long-range plans; provide direction to, and manage client case load; budget and prioritize work load; identify key factors affecting clients; and develop effective programs to maximize performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

MINIMUM QUALIFICATIONS:

- Associate degree in Social Services or related field with a minimum of (1) year experience in prevention outreach; OR a combination of education and experience.
- Basic community outreach experience to assist in coordinating a multifunctional organization.
- Excellent oral and written communication skills to focus the efforts to meet the Santo Domingo Tribe goals.
- Tribal Government experience preferred.
- Fluent in the Keres language preferred.
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY:

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Prevention Specialist (OSAP) – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application (available at santodomingotribe.org/careers)
- Resume
- Cover letter
- Copies of relevant certifications, including trade skills, CPS, Food Handlers, etc.